Sportingpulse Membership
Club Level User Guide

Table of Contents

Sportingpulse Passport 2

Sportingpulse Membership 3
- Club Level Options 3
- Club Details 4
- Contacts 5
- Locator 6

Members 7
- Searching Members 7
- Viewing the Member List 8
- Edit Member 8

Member Registration (Online Registration and Payments) 9
- Payment Configuration 9
- Registration Forms 9
- Registration Products 10
- Member Renewals 10

Member Registration (Club Level) 11
- Single Member to Season 11
- Auskick Player to Club 11
- Unregister Member from Season 12
- Unregister Multiple Members from Season 12

Transfers & Permits 13
- Request Transfer/Permit 13
- List Online Transfer 15
- Process Transfer 16

Match Results 17
- Match List 17
- Pre-Game 18
- At-Game 19
- Post-Game 20

Communications 21
- Send a Message 21
- Member Renewals 22
- Custom Groups 22

Reports 23
- Quick Repots 23
- Advanced Reports 24
- Saved Reports 25

National Accreditation Search 26

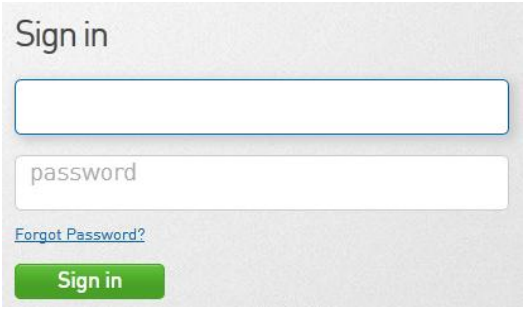
Sportingpulse Passport

SP Passport combines your SportingPulse accounts, such as mySport or Membership, in one location.

https://passport.sportingpulse.com

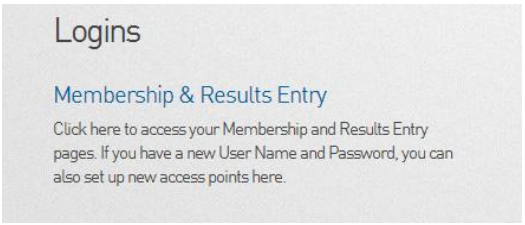
IF you don't have an account, click the register button on the front page.

To sign in use the email address and password you specified when creating your SP Passport account.

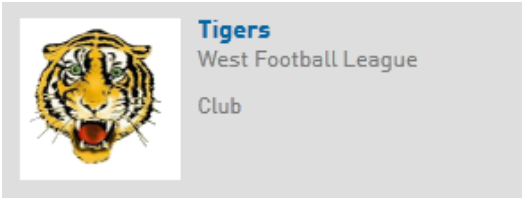


Once logged in you will see the SP Passport dashboard with the various options you can perform

To access your league or clubs SP Membership account click on the **Membership & Results Entry** tile


Logins
Membership & Results Entry
Click here to access your Membership and Results Entry pages. If you have a new User Name and Password, you can also set up new access points here.

Select the linked **SP Membership Account**



If the required SP Membership account is not available, you can link an account using the provided Username and Password using the **Link SP Membership Account** option.

Sportingpulse Membership

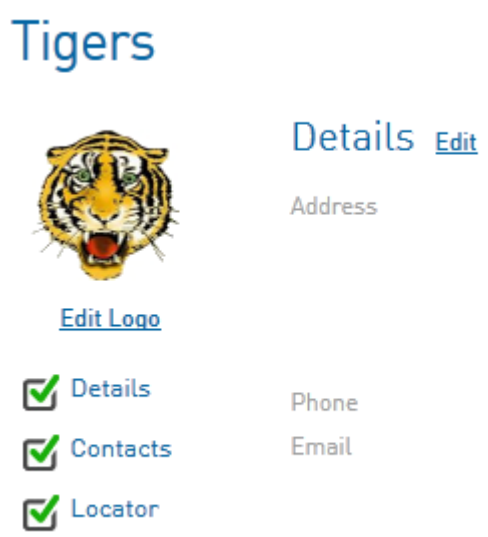
The Sporting Pulse Membership system is an online membership management database. The database is secure through password-protection, and has multiple levels of access available to national governing bodies, states, associations, clubs and members. SportingPulse Membership provides the capacity to substantially reduce the amount of time associations and clubs spend managing their membership data, as well as improving the ability to store, track, update and locate information, and build historical records. The system has a vast reporting system, allowing you to customise the exact information you wish to retrieve.

Club Level Options

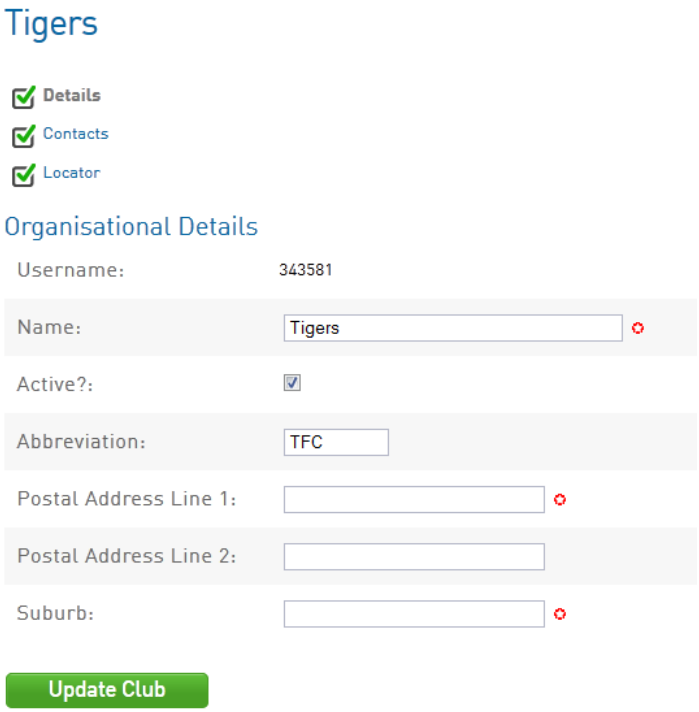
Option	Option Description
Home	View details of the club View contacts for the club
Members	List Members List Transfers Request a Transfer Member rollover
Comp Management	Match Results Awards
Teams	List Teams
Communications	Compose messages to members with ability to send through • Email • SMS
Registrations	Registration Forms Products Payment Configuration
Reports Manager	Generate various reports: • Competition Reports • Contacts • Finance • Members • Teams • Transfers • Tribunal
Configuration	Edit configuration options for the following • Password Management • User Management • Field Configuration • Transfer Settings
Search	Search for members in belonging to the club

Club Details

1. Edit club details by clicking on the ***Edit*** link corresponding to the Details of the Club



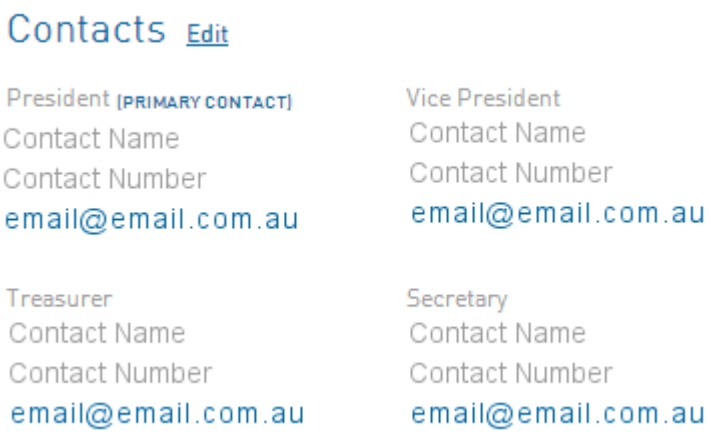
2. Complete relevant club information and press the ***Update Club*** button to save changes



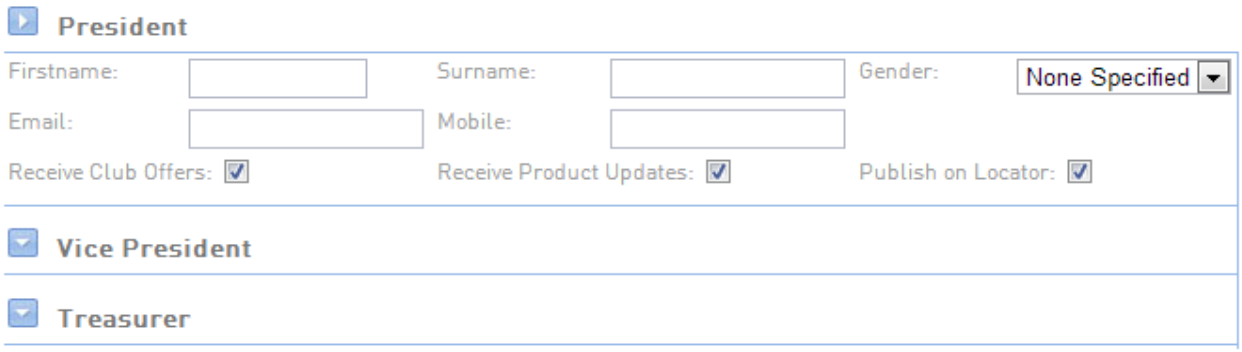
Contacts

The Contacts section of your database allows you to store contact details for various club roles

1. Edit club contacts by clicking on the ***Edit*** link corresponding to the contacts of the Club



2. Fill out relevant contact role information in the appropriate fields (First Name, Surname, email etc.)



3. Select the appropriate **Functional Responsibilities.**

   The main functional responsibilities that will be used in the configuration of your database are:

   Primary Contact
   This will list the contact as the main contact for the club
   When selected with the *Publish on Locator* option will list the contact on the AFL club locator

   Transfers & Permits
   Receive email notifications for transfers and permits involving members of the club

   Finance & Payments
   Receive email notifications when a member has paid online through online registrations

   Publish on Locator
   Display the contact details on the AFL Club locator that is accessed from various AFL websites

Locator

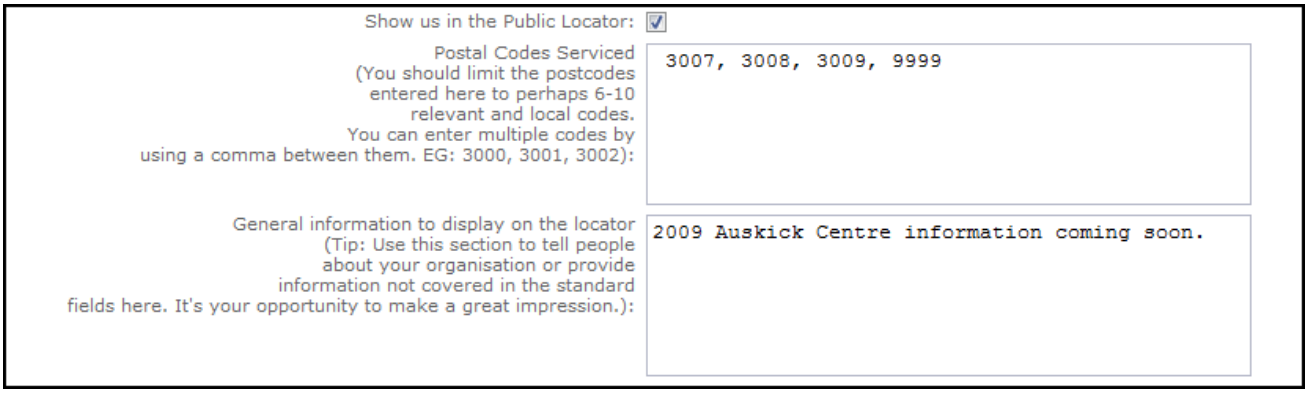
The information in the locator is use to make your club visible to potential participants through the Club Locator on the AFL website.

Entering in as many details as possible on the screen below will give potential participants more information on your club when search for it online.

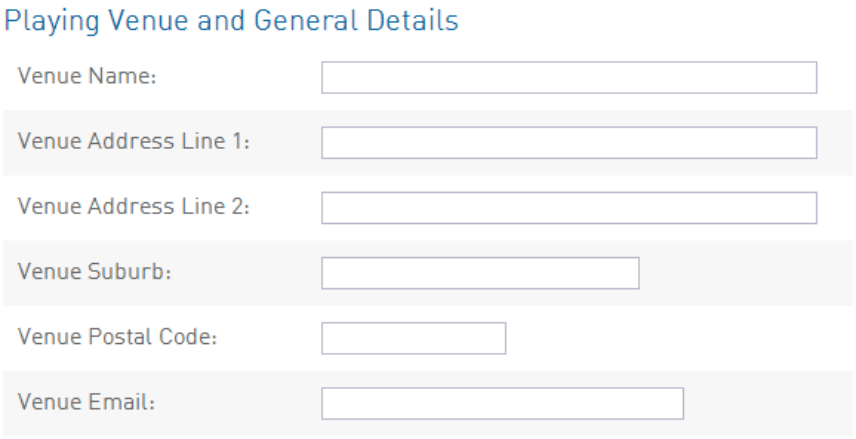
To make ensure that your club displays on the public locator:

1. Check the **Show us in the Public Locator** box

2. Enter in the post codes surrounding your centre (separated with a comma)


Show us in the Public Locator:
Postal Codes Serviced
(You should limit the postcodes entered here to perhaps 6-10 relevant and local codes. You can enter multiple codes by using a comma between them. EG: 3000, 3001, 3002):
3007, 3008, 3009, 9999
General information to display on the locator
(Tip: Use this section to tell people about your organisation or provide information not covered in the standard fields here. It's your opportunity to make a great impression.):
2009 Auskick Centre information coming soon.

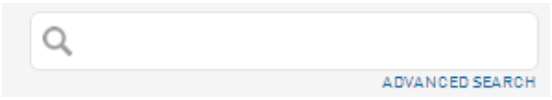
3. Enter in any General information you'd like provide to the public



Members

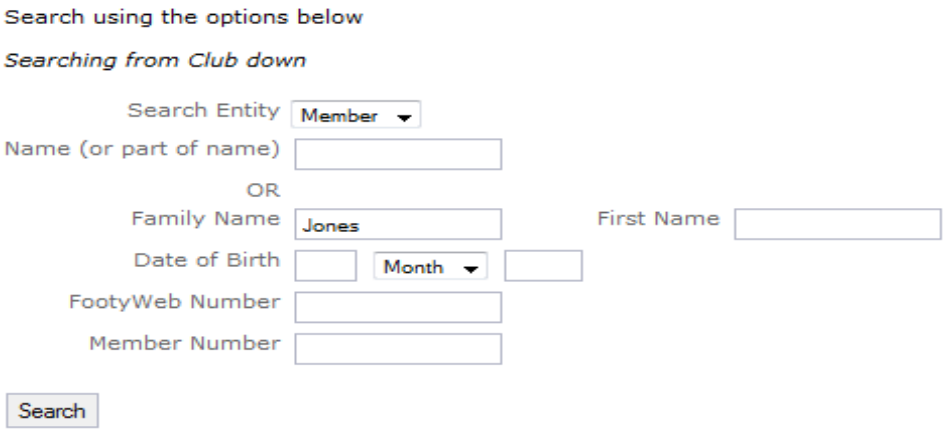
Searching Members

1. Perform a quick search using the search tool located across the top menu bar.



2. Results containing the search phrase will automatically be populated in the search area.

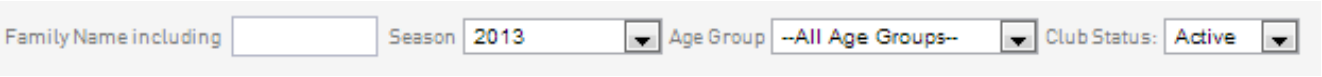
3. Perform an **Advanced Search** by clicking on the link under the quick search bar



Viewing the Member List

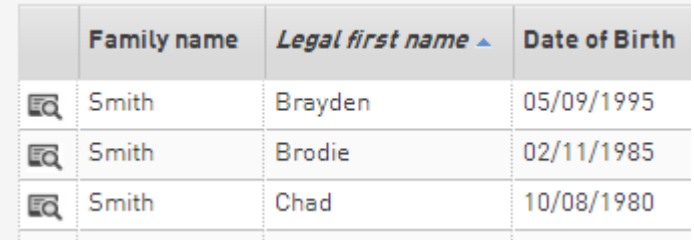
1. Choose the ***Members*** link from the top menu

2. Use the appropriate filters across the top of the member list to display the members below
   The member list will automatically update as filters are changed



Filter Name	Description
Season:	Group members by the season they are registered to
Age Group:	Group members by their listed age group (birth year age group)
Club Status:	Group members by club status (active/inactive)

3. Members matching the search criteria will be listed



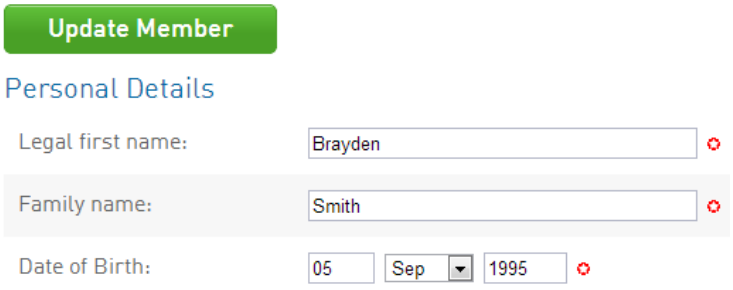
	Family name	*Legal first name* ▲	Date of Birth
	Smith	Brayden	05/09/1995
	Smith	Brodie	02/11/1985
	Smith	Chad	10/08/1980

Edit Member

1. Find the user you wish to edit by using the search functionality or selecting them from the member list

2. Click on the ***Edit*** link to open the member details for editing

3. Fields marked with a red asterisk are compulsory fields



4. Click ***Update Member*** to save changes

Member Registration (Online Registration and Payments)

SP Membership has the facility for club members to self-register through online registrations and payments. The club is able to set fees on the registration form for members to purchase and money is transferred directly to the club's nominated bank account.

Payment Configuration

1. Choose ***Payment Configuration*** from the ***Registrations*** menu

2. To initially setup Payments you must complete the ***Payments Application***. This will be acknowledged by Sportingpulse and you will be notified once activated. This will only need to be completed once.

3. Once the payment application process is complete you must update your club bank details under the section ***Setup Bank Account Details***

NOTE: Payments DO NOT have to be configured for a club to utilise the online registration process. The system will allow registrations through the online form and process payments through other means.

Registration Forms

A registration form must be configured in order to process online registrations. The form is the point of access for members of the club.

NOTE: only currently existing members of the club will be able to register through the online form. If the player is transferring from another club, the transfer process must be completed by the club prior to the member registering online. Once the transfer is processed the member will be able to register through the online registration form

1. Choose ***Registration Forms*** from the ***Registrations*** menu

2. To create a form click on the ***Add New Form*** button
   NOTE: you only need to have one form that can be reused from season to season

3. To edit a form click on the ***Edit*** link of the corresponding form

4. To view the form in a browser click on the ***View*** link of the corresponding form

5. There are six (6) different areas that comprise the registration form

Option	Description
Settings:	Form settings such as name and availability
Fields:	Fields available for members to complete
Layout:	On screen layout and ordering of fields
Products:	Products (fees) that are attached for the member to purchase
Messages:	Setup messages at various points for communicating with members
Notifications:	Set email notifications for various levels such as member, club, league

Registration Products

Products are what the user can choose to purchase after completing the online registration form. Generally these products represent club registration fees. However it is possible to setup products for other items such as club merchandise.

NOTE: Products must be configured and linked to an online form in order for a club to accept payments

1. Choose ***Products*** from the ***Registrations*** menu

2. To create a product click on the ***Add New Product*** button
   NOTE: It is recommended to create a new product(s) for each season. If products are renames and reused, it will cause issues with logged transactions and reporting.

3. There are seven (7) different areas that comprise products

Option	Description
Details:	Product settings such as name, reporting season and purchasing options
Pricing:	Clubs are able to select two (2) pricing structures - Single Price, product price is always constant - Multiple Price, product price can be set to four (4) levels determined by quantity
Mandatory:	Set products to be required in order to purchase the current product
Actions:	Set expiry dates and season based options
Filter:	Filter product by date of birth or by gender
Availability:	Set dates that the product will be available
Renewal:	Setup automatic renewal notices for members that purchased current product

Member Renewals

Once a registration form is setup (and products created if taking payments) members can be advised of online registration and payments through the ***Communications*** facility.

1. Choose ***Communications*** from the top menu

2. Choose ***Member Renewals***

3. Choose a previous season of registered member you wish to send renewals to

4. Choose from what competition(s) in that season you would like to invite members from

5. Choose the online registration form that you would like members to register via

6. Update the text that will appear on the member renewal email

7. Press ***Send emails now*** button to send notification to members

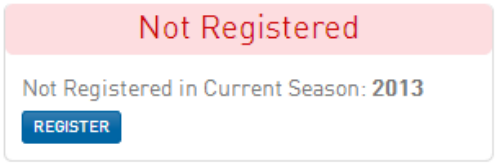
Member Registration (Club Level)

Single Member to Season

1. Find the user you wish to register by using the search functionality or selecting them from the member list

2. View the member details by click on the member

3. Click on the Register button that is displayed in the notification for season registration



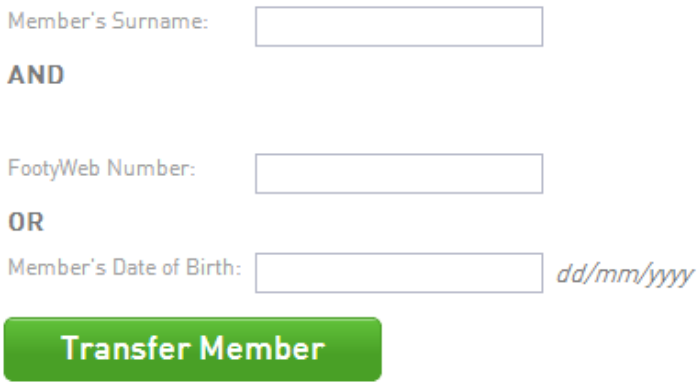
Auskick Player to Club

This functionality is used when a player is moving up in age groups from Auskick to junior club level

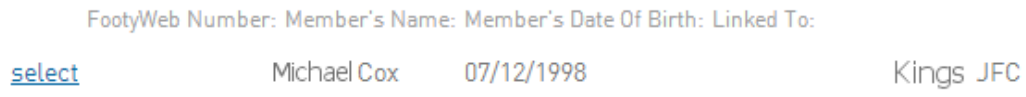
If a new member was previously registered at an Auskick centre in the membership database their details can be transferred from their Auskick centre to the Junior Club

1. Choose the ***Transfer Members From Auskick*** option from the ***Members*** top menu option

2. Search for the Auskick member using their details provided then click the ***Transfer Member*** button.



3. The member will be listed so you can review their details, to complete the transfer click *Select*



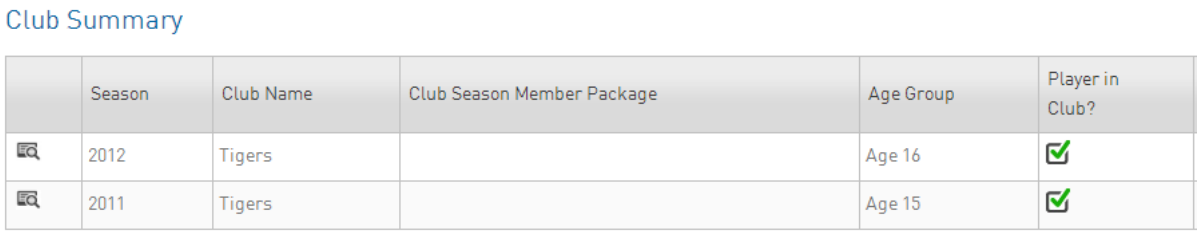
4. Finalise the transfer by clicking ***Confirm Transfer***

Unregister Member from Season

1. Find the user you wish to register by using the search functionality or selecting them from the member list

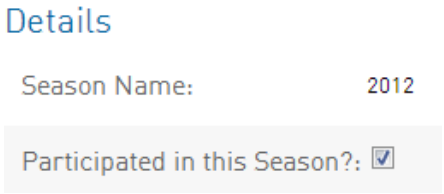
2. Choose ***Seasons*** from the ***Member History*** menu

3. Click on the ***Season*** listed in the ***Club Summary*** section that you wish to unregister the member from



4. When viewing the season details click on ***Edit Details***

5. Uncheck the ***Participated in this Season*** checkbox and click ***Update Season Summary***

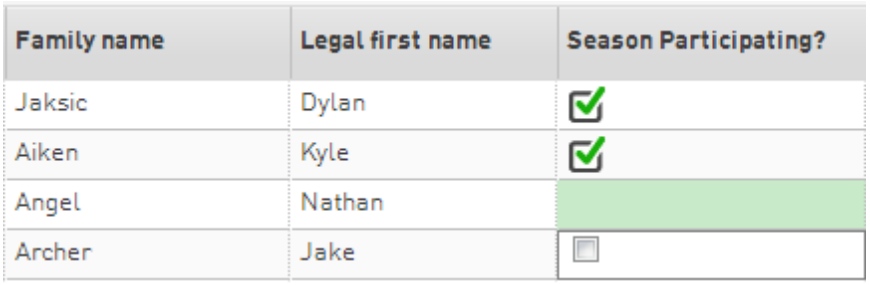


Unregister Multiple Members from Season

1. Choose the *Members* link from the left menu

2. Filter the member list to display the members you wish to unregister
   For example to unregister members for season 2012 you would need to view the members from 2012

3. To unregister members from the season uncheck boxes in the column ***Season Participating?*** The cell will appear green to indicate that it has updated



Transfers & Permits

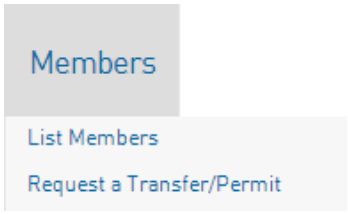
Request Transfer/Permit

Transfers and permits are used to transfer the details of members that are currently registered at an alternative club and wishes to join your club.

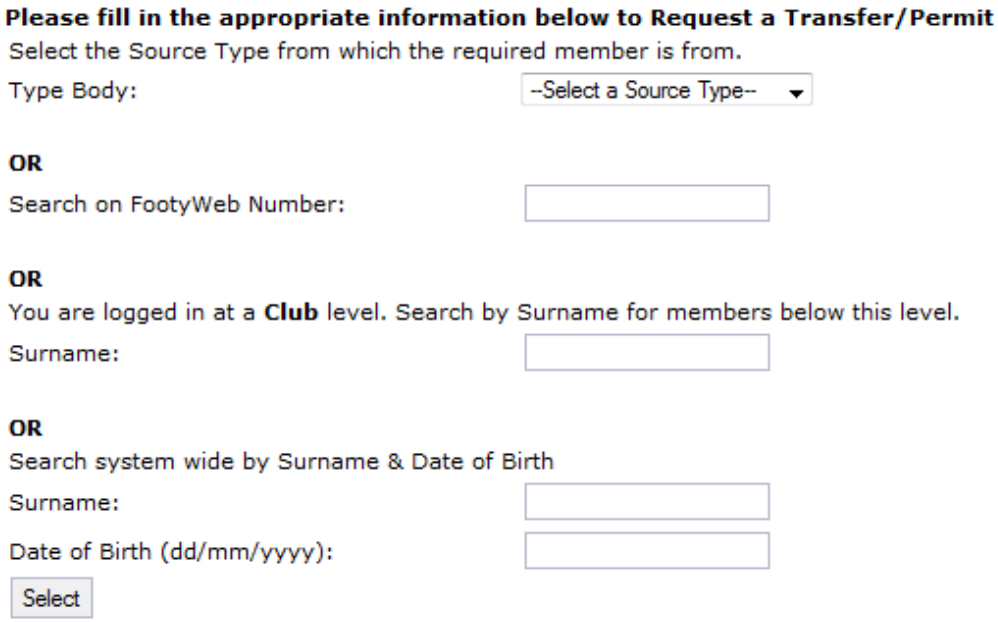
Once requested the transfer or permit may need to be approved by the club that the member currently is registered to as well as the associations that the current club and destination club belong to.

NOTE: Transfers and permits are to be submitted according to the AFL National Player Transfer Regulations. You may need to seek advice from your clubs affiliated league for clarification regarding regulations concerning transfers and permits.

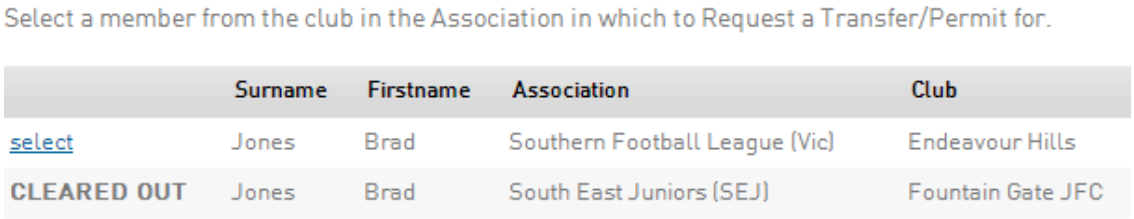
1. Choose the ***Request a Transfer / Permit*** option from the ***Members*** menu



2. You can search for the member to transfer in a number of ways
   a. Choose League -> Club -> Search for member
   b. Search by Footyweb number
   c. Search by Surname and Date Of Birth


Please fill in the appropriate information below to Request a Transfer/Permit
Select the Source Type from which the required member is from.
Type Body:
--Select a Source Type--
OR
Search on FootyWeb Number:
OR
You are logged in at a Club level. Search by Surname for members below this level.
Surname:
OR
Search system wide by Surname & Date of Birth
Surname:
Date of Birth (dd/mm/yyyy):
Select

3. Click on the ***Select*** link next to the member you wish to request a transfer / permit



4. To submit a transfer click the ***Submit Transfer*** button located in the top half of the screen

5. To submit a permit fill out the permit details and click the ***Submit Permit*** button located in the bottom section of the screen

   NOTE: There are three types of permits available to choose.

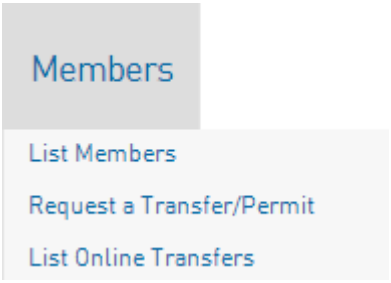
   1. Match Day: Allows for a permit at short notice to another club for a short period of time without requiring their online approval.
   2. Local Interchange: Allows permitted player to play for both clubs for the duration of the permit (requires online approval).
   3. Temporary Transfer: Allows a permit to another club for an agreed period of time (requires online approval).

   Before requesting a Permit you may need to liaise with the league to ensure that all required paperwork is also obtained.

6. Once a transfer / permit is submitted an email notification will be sent to participating leagues and clubs

List Online Transfer

1. Choose the ***List Online Transfers*** link from the ***Members*** menu



2. The filters at the top of the page can be used to manipulate the transfers displayed on the page.
   NOTE: Generally have the list set as the current season showing Pending Transfers

3. You can view the various details for player transfers from the list, such as requesting clubs and status
   To view a transfer in more detail click on the icon next to the member for the transfer you wish to view

Name	From Association	From Club	To Association	To Club	This level's status
Hutchinson, Matthew	Ellinbank & District Fo...	Nyora Football / Netball ...	Southern Football League ...	Endeavour Hills	Approved
Clark, Travis	Mornington Peninsula ...	Berwick Football Club	Southern Football League ...	Endeavour Hills	Approved
McKinnon, Daniel	South East Juniors (SEJ)	Endeavour Hills JFC	Southern Football League ...	Endeavour Hills	Approved
Pearson, Stuart	Ellinbank & District Fo...	Koo Wee Rup Football Cl...	Southern Football League ...	Endeavour Hills	Approved

4. The transfer details displays information for the transfer and the status from other Associations and Clubs

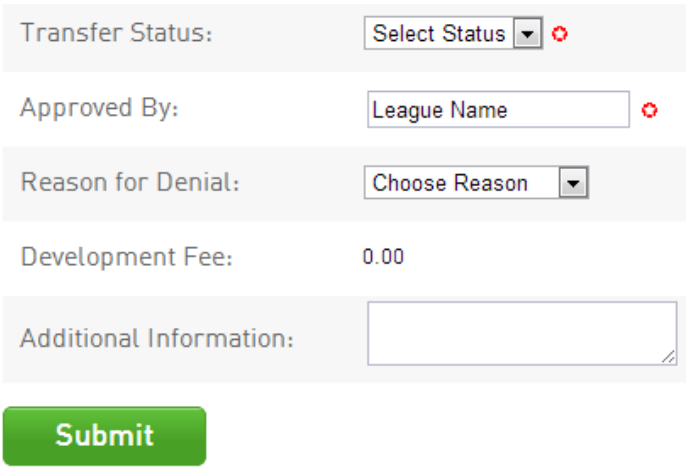
Process Transfer

1. Choose the ***List Online Transfers*** link from the ***Members*** menu

2. Filter the list of transfers to show status ***Awaiting Approval from this level.***
   Click on the corresponding transfer you wish to update and click on ***Awaiting Your Approval.***

This level's status	Overall status	Application Date
--AWAITING YOUR APPROVAL--	Pending	01/02/2013

3. Choose the ***Transfer Stats*** enter your details in the ***Approved By*** field and press the ***Submit*** button. If you are denying the transfer also choose a reason for denial



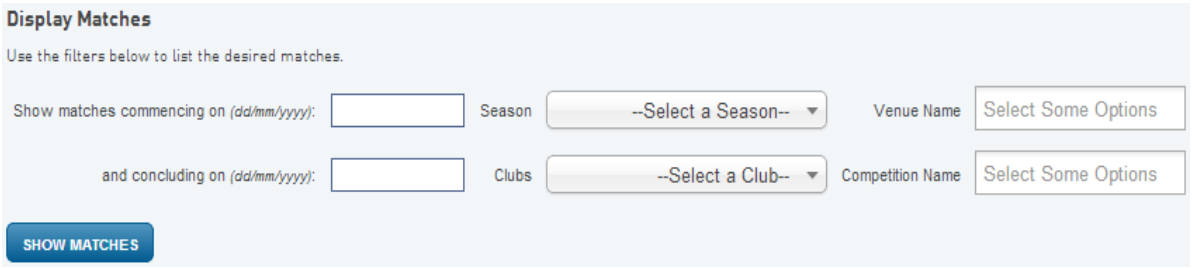
Match Results

1. Choose ***Match Results*** from the ***Comp Management*** menu

2. A new browser window will open with SP Match Results
   NOTE: the window may not open if you have a pop up blocker enabled on your browser

Match List

1. Set appropriate filters based on, date range, season, club, competition name and venue.



2. Press the ***Show Matches*** button to display matches involving your club teams at the current login level.

   For example if the login is club level and the club has three teams competing in various competitions than the list will show matches involving any of the three teams. If the login level is for one of the teams, only matches involving that team will be displayed in the match list.

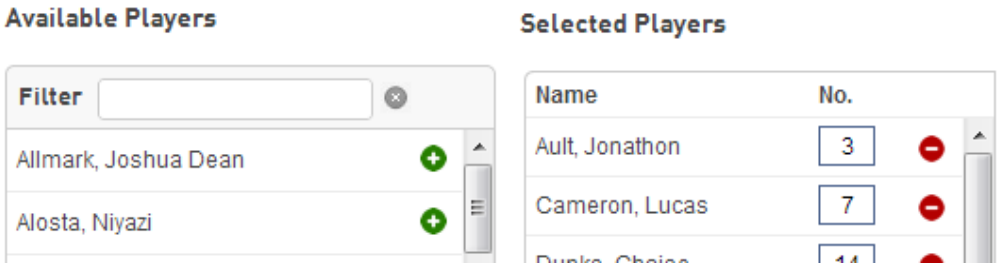
3. Choose the options for a match by clicking on either the ***Pre Game***, ***At Game*** and ***Post Game***, button on the line of the corresponding match

Pre-Game

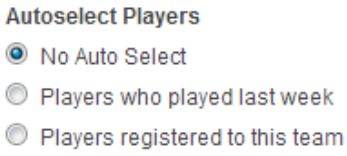
The Pre-Game section is used to setup team lists for the match and print team sheets.

1. Click the **+** button corresponding with players on the ***Available Players*** list to register in the match on the ***Selected Players*** list

2. Click the **–** button corresponding with players on the ***Selected Players*** list to remove from the match



3. Selected Players lists can also be selected by using the ***Autoselect Players*** option



4. Update jumper numbers by typing a number into the ***No.*** column of the ***Selected Players*** list

5. Click on the ***Save*** button under the ***Selected Players*** list to update

6. Print a Team Sheet using the ***Single Team – Team Sheet*** button

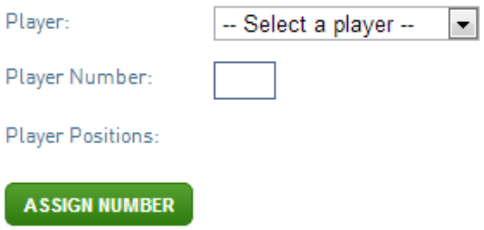
NOTE: Players included on the Selected Players list once the match has been finalized will be credited with a match in their player statistics. It is important to ensure that the Selected Players list reflects accurately to players that actually played in the match.

Default Jumper Numbers

Player numbers can be pre-loaded so that player numbers will automatically update when they are included on the ***Selected Players*** list in team selection

1. Choose the ***Edit Club Default Player Number*** option from the menu of the ***Tools*** button

2. Complete the corresponding details then click the ***Assign Number*** button



3. Saved numbers can be removed by clicking on the ***Remove*** button next to the corresponding player

4. The club list can be cleared by clicking the ***Clear Club Defaults*** button located at the bottom of the page

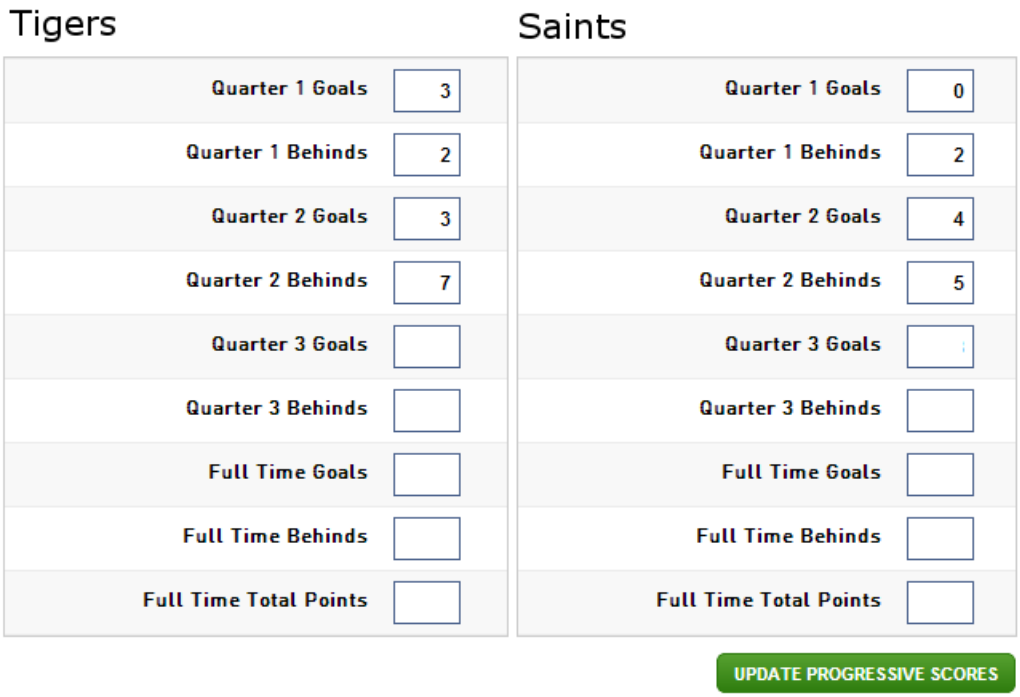
At-Game

The At-Game section is used to update progressive scores of a match that is displayed on SP public website.

1. Enter current match ***Goals*** and ***Behinds*** in the boxes for the corresponding time of the match

2. Press the ***Update Progressive Scores*** button to update online

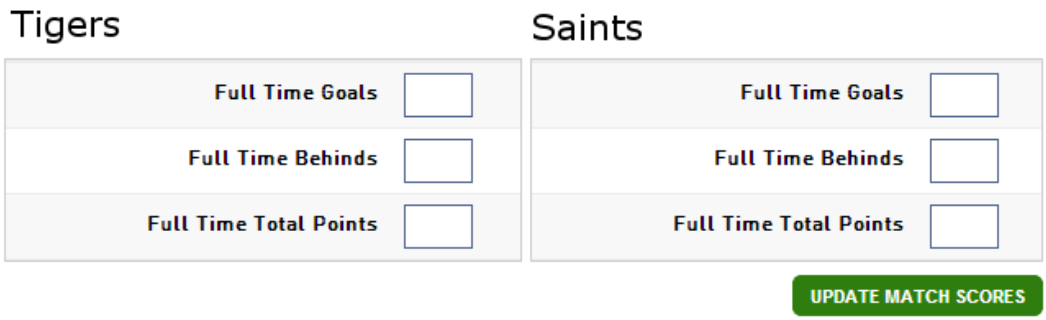
NOTE: This is a progressive score. Once the match is complete, scores must be confirmed in *Post-Game*



Post-Game

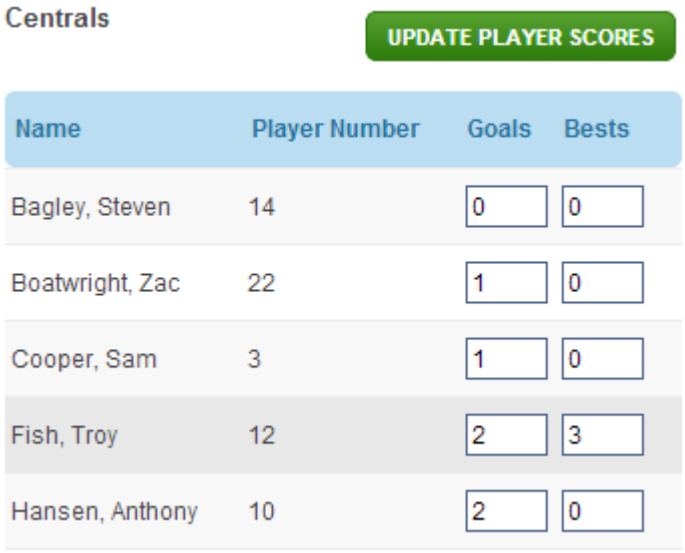
The Post-Game section is used to update final match scores and stats such as player goals and best players

1. Choose the ***Final Match Scores*** tab
2. Enter final match ***Goals*** and ***Behinds*** in the boxes
3. Press the ***Update Match Scores*** button to save



1. Choose the tab corresponding to the team name to update player stats such as goals and best players
2. Enter player stats into the corresponding box next to the player name
3. Press the ***Update Player Scores*** button to save

NOTE: Available player stats may change according to the stats configuration set by the league



Communications

Communications is used to send messages to club members vie email or SMS

1. Choose **Communications** from the menu

2. There are five (5) communications options to choose from

Option	Description
Send a Message:	Create and send a message to members via email or SMS
Member Renewals:	Send current members notifications to renew registrations
Manage Custom Group:	Setup and manage custom groups
Profile:	Setup and manage the sender account settings
Sent Messages:	Display a log of previously sent messages

Send a Message

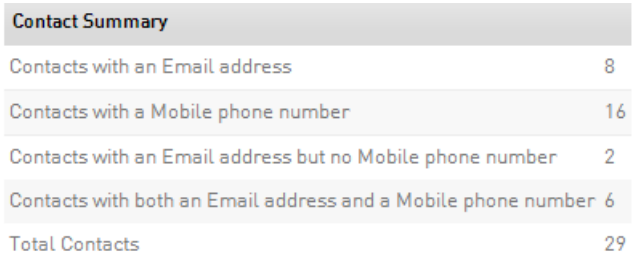
1. Choose the **Send a Message** button

2. You can send via three (3) group options

Group Options	Description
Membership Group:	Based on membership types and organisational contact
Custom Group:	Manually created groups
Remembered Report:	Based on results of saved reports created in the ***Reports*** section

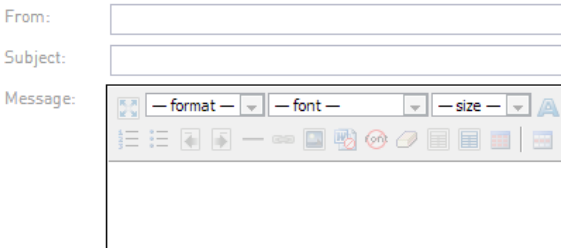
3. Choose the desired recipient list, such as players and press ***Continue***

4. Choose the desired method of message delivery, SMS, Email or combination of both.
An email and SMS summary is provided to identify the number of recipients.



Contact Summary	
Contacts with an Email address	8
Contacts with a Mobile phone number	16
Contacts with an Email address but no Mobile phone number	2
Contacts with both an Email address and a Mobile phone number	6
Total Contacts	29

5. Compose the message using the text editor.
NOTE: From and Subject fields must be populated for message to send

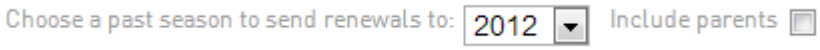


6. Press ***Send Message*** to send the message

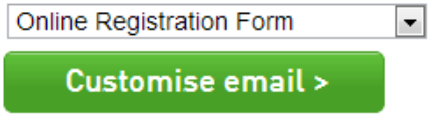
Member Renewals

Once a registration form is setup (and products created if taking payments) members can be advised of online registration and payments through the ***Communications*** facility.

1. Choose ***Communications*** from the top menu
2. Choose ***Member Renewals***
3. Choose a previous season of registered member you wish to send renewals
   NOTE: renewals are sent to the address listed in the email field of a member. Some members may be young and not have email address. Check the option to Include Parents to also send to the address listed in the Parent/Guardian email field.



4. Select competition(s) in that season you would like to invite members. press ***Choose Form*** to continue
5. Choose the online registration form for members to register via. Press ***Customise Email*** to continue



6. Update the text that will appear on the member renewal email
7. Press ***Send emails now*** button to send notification to members

Custom Groups

1. Choose ***Communications*** from the top menu
2. Choose ***Manage Custom Groups***

Add Group

1. Press the ***Add*** button located on the top right of the screen
2. Enter a group name and press ***Update Group***

Edit Group

1. Click on the group name listed in the table
2. To update the members in the group click on the ***Modify Members*** button
3. Move members from the ***Available Members*** list to the ***Selected Members*** list
4. Press ***Update*** to save

Reports

Reports are used to return data that is generated and stored within the membership database. Reports are grouped into different areas depending on the type of data they report on.

Report Group	Description
Competition:	Competition based data including fixtures, results and player stats
Contacts:	List club contact details (generally used for league level administration)
Finance:	Generate transaction reports if online payments are configured
Members:	Generate reports of club members
Teams:	Team member and team contact reports
Transfers:	Inward and outward member transfers
Tribunal:	Generate player tribunal history

There are two (2) types of reports used in the system

Report Type	Description
Quick Report:	Indicated by the ***Run*** button, are predefined and will execute when clicked
Advanced Report:	Indicated by the ***Configure***, they allow the user to define the fields returned

Quick Repots

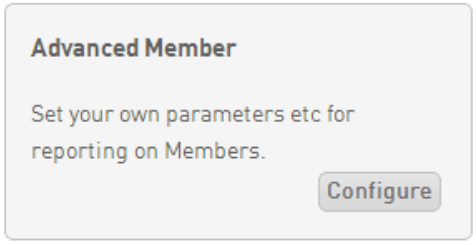
1. Choose ***Reports*** from the top menu
2. Choose a category of data that you wish to report on
3. Press the ***Run*** button on the report listed

Advanced Reports

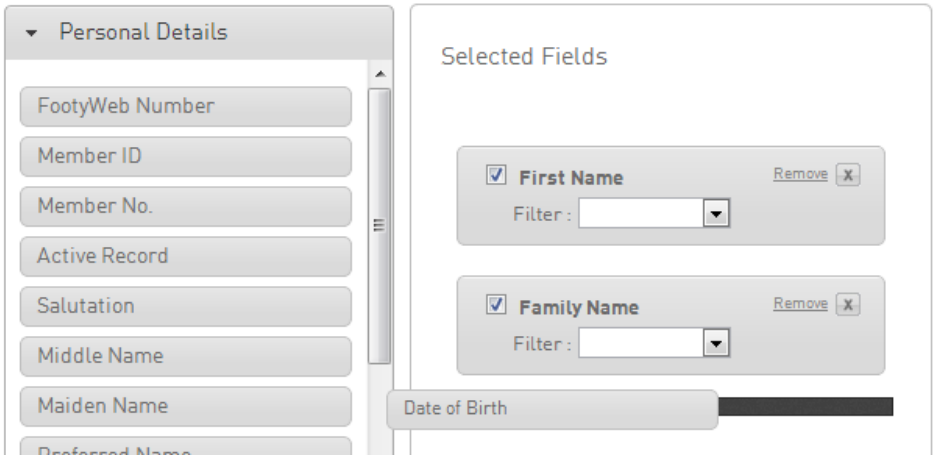
4. Choose ***Reports*** from the top menu

5. Choose a category of data that you wish to report on

6. Press the ***Configure*** button on the report listed

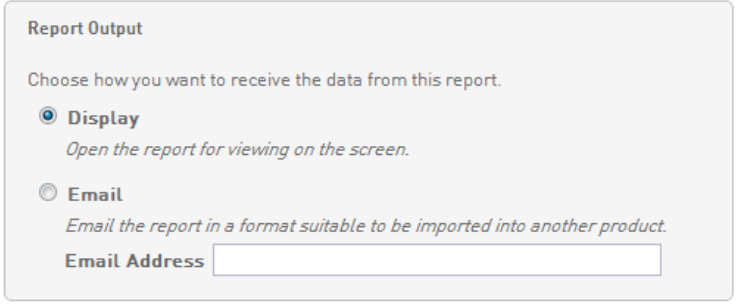


7. Choose fields to return from the categories available and drag to the ***Selected Fields***



8. Choose sorting and grouping from the ***Options*** configuration

9. Choose how you would like to view the report from the ***Output Settings***


Report Output
Choose how you want to receive the data from this report.
Display
Open the report for viewing on the screen.
Email
Email the report in a format suitable to be imported into another product.
Email Address

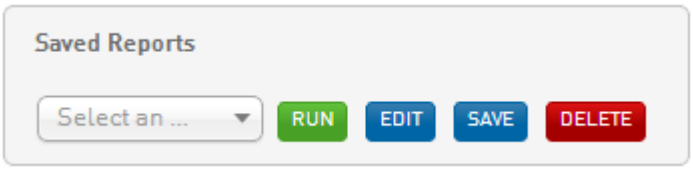
10. Press ***Run Report*** to display the results

Saved Reports

Advanced reports are able to be saved for later use so that clubs do not need to configure output fields each time the report may be needed. Fields can also be modified at any time so that saved reports can be customized and updated as required by the club.

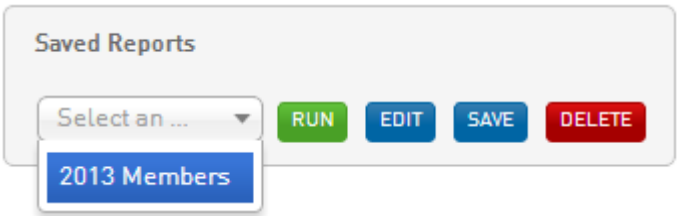
Save Report

1. Click on the ***Save*** button at the bottom of the report screen



2. Enter a name for the report in the prompt and press ***Save***

3. To edit a saved report choose the report name from the drop down list and press the ***Edit*** button



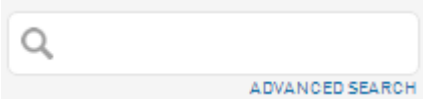
4. Once fields have been reconfigured in the ***Selected Fields*** section press the ***Save*** button to update

5. To delete a saved report choose the report name from the drop down list and press the ***Delete*** button

National Accreditation Search

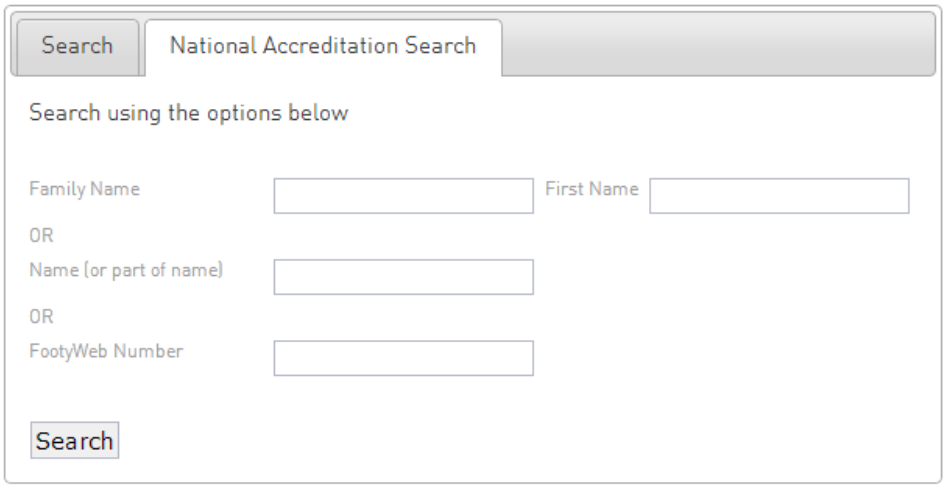
Clubs are able to do national accreditation searches on coaches to view any relevant accreditation details

1. Click the ***Advanced Search*** link found underneath the search box on the top right of the menu



2. Choose the ***National Accreditation Search*** from the Search options

3. Complete any relevant details you may have in the search fields and press ***Search***



4. The search will provide results detailing the following information for any persons matching the search

   Footyweb Number
   Accreditation Type
   First Name
   Surname
   Accreditation Type
   Accreditation Level
   Accreditation Provider
   Accreditation Result
   Start Date
   End Date
   Application Date